

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PLANNER ASSISTANT**

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Jurisdictional Class: **Competitive**

Date Adopted: **4/19/74**

Date Revised: **4/11/05**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **9**

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**DISTINGUISHING FEATURES OF THE CLASS:** The Planner Assistant is used to recruit to the professional planning field college students who have taken applicable college courses and have a career interest in the field. Assistants acquire on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in collection and analysis of data and preparation of periodic and special reports on land use for economic development and social or community activities;

Compiles information and prepares summary abstracts for use in connection with census statistics and population reports;

Attends on-the-job and special training sessions, and studies appropriate materials related to the field of planning for increasing knowledge of profession;

Collects, tabulates and analyzes a variety of factual information;

Accompanies superiors to conferences with other government officials and business and civic groups;

Performs miscellaneous office work and maintains records.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good verbal and quantitative ability; good knowledge of the techniques of verbal and statistical reporting; basic knowledge of principles and procedures of research, survey and statistical analysis; basic knowledge of community and regional planning; ability to communicate and deal effectively with others; initiative; tact and courtesy.

**MINIMUM QUALIFICATIONS:**

Twenty (20) credit hours of study from a regionally accredited or New York State registered college or university, of which (6) six credit hours shall be in planning, sociology, economics, statistics, geography, government, public administration, education or ecology.

**NOTE:** A higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the travel needs of the job.